



## **SUPERVISED POPULATION WORKFORCE TRAINING GRANT PROGRAM 2.0**

Request for Application #73705

March 2016

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## SUPERVISED POPULATION WORKFORCE TRAINING 2.0 REQUEST FOR APPLICATION

### SECTION 1 OVERVIEW

#### **Introduction**

The California Workforce Development Board (State Board), in partnership with the Employment Development Department (EDD), is pleased to announce the availability of approximately \$4.3 million in Recidivism Reduction Funds to implement and support recidivism reduction workforce training and development programs targeting the supervised population. The supervised population includes all persons who are on probation, mandatory supervision, or post release community supervision as defined in Penal Code §1234(c) and are supervised by, or are under the jurisdiction of, a county. The State Board and EDD will fund applications that will expand existing, mature collaborative relationships between county Probation Development and/or Community Corrections Partnerships (probation, courts, mental health services, community colleges, etc.) and Local Workforce Development Boards (local boards) in support of innovative strategies that accelerate educational attainment and reemployment for the supervised population by:

- Increasing labor market and skills outcomes through the development of strategies that fill gaps, accelerate processes, or customize services to ensure greater access to workforce services and employment opportunities.
- Implementing promising new modes and practices in workforce system delivery infrastructure and funding alignment that can be replicated across the State and tailored to regional needs.
- Leveraging State investment with commitments from industry, labor, public, and community partners.

In addition, the State Board is interested in funding applications that further advance the goals of [California's Strategic Workforce Development Plan 2013-2017 - "Shared Strategy for a Shared Prosperity"](#) (Strategic Plan) to prioritize regional coordination among key partners, sector-based employment strategies, skill attainment through "earn and learn" and other effective training models (including, but not limited to apprenticeship), and development of career pathways. The State Board is interested in funding applications that further advance the goals of its Strategic Plan and build workforce system infrastructure and capacity through:

- **Collaboration** among partners in development of service delivery strategies and alignment of resources to better connect the supervised population to employment.
- **Innovation** that creates new or adapts existing approaches or accelerates application of promising practices in workforce development and skill attainment.
- **System change** that utilizes these funds to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period.

## **Program Goals, Objectives and Deliverables**

California is pursuing historic changes to its adult corrections system. These changes are having a substantial impact at the state, county, and community levels.<sup>1</sup> In order to reduce recidivism, the State and its workforce community are focused on improved employment outcomes for the supervised population through the creative and effective aligning of training, education, and other services for this population with the industries and employers driving regional employment. In appropriating money from the Recidivism Reduction Fund to EDD for the Supervised Population Workforce Training Grant Program, the Governor and Legislature placed in statute (Penal Code §1234-1234.5) specific grant program goals, objectives and deliverables and requires the State Board and grantees to provide a report containing specific information:

1. The overall success of the grant program.
2. An evaluation of the effectiveness of the grant program.
3. A recommendation on the long-term viability of local board and county collaborations on workforce training programs for the supervised population.
4. A recommendation on the long-term viability of county workforce training programs for the supervised population.
5. In considering the overall success and effectiveness of the grant program, the report shall include a discussion of all of the following:
  - A. The education and workforce readiness of the supervised population at the time individual participants entered the program and how this impacted the types of services needed and offered.
  - B. Whether the programs funded by this grant program aligned with the workforce needs of high-demand sectors of the state and regional economies.
  - C. Whether there was an active job market for the skills being developed where the member of the supervised population was likely to be released.
  - D. Whether the grant program increased the number of members of the supervised population that obtained a marketable and industry-recognized certification, credential, or degree.
  - E. Whether the grant program increased the numbers of the supervised population that successfully completed a job readiness basic skill bridge program and enrolled in a long-term training program.
  - F. Whether there are formal or informal networks in the field that assist supervised population participants in finding employment upon release from custody.
  - G. Whether the grant program led to employment in occupations with a livable wage.

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<sup>1</sup> Lofstrom, Magnus and Martin, Brandon (2015). *California's Future: Corrections*. Public Policy Institute of California, San Francisco, CA.

- H. Whether the metrics used to evaluate the individual grants were sufficiently aligned with the objectives of the program.

The State Board and EDD will use this Request for Application (RFA) to invest in new and existing innovative collaborative programs that create and prototype strategies to accelerate skill development and employment for the supervised population and reduce the risk of recidivism. The first round of Supervised Population Workforce Training Grants (SPWTG 1.0) were announced in April 2015, and resulted in five innovative projects. SPWTG 2.0 will expand the scale by investing in new projects. Innovations that emerge from the prototypes may then be scaled and replicated across the state, infusing new ideas into the “bloodstream” of workforce development and county collaborations focused on recidivism reduction.

Programs funded as a result of this RFA will create opportunities for the supervised population to succeed in pre-apprenticeship programs, apprenticeship programs, community college or other adult career technical education programs, and direct job placement. These programs will help the supervised population participants obtain a marketable and industry-recognized certificate, credential, or career-oriented degree.

The State Board has identified the following over-arching program goals for this supervised population grant investment:

- Provide training in priority occupations to supervised population participants.
- Improve labor market and skills outcomes for the supervised population through the development of strategies that fill gaps, accelerate processes, or customize services to ensure greater access to workforce services and employment opportunities.
- Create new modes for service delivery and funding alignment that can be replicated across the State and tailored to regional needs.
- Leverage the State’s investment with commitments from industry, labor, public, and community-based partners.

The State Board and EDD will fund applications that help achieve the project goals outlined above by designing and developing innovations that have the potential to substantially increase the effectiveness, scale, and/or capacity of existing workforce system programs and funding streams that serve the supervised population. Successful applications may create new tools, borrow methods from other disciplines, or apply models from other sectors or populations in order to achieve the desired outcomes. Those programs that demonstrate significant impact and potential for replication and/or integration will be shared with partners at both the State and regional levels to infuse innovations and system improvements into the workforce system infrastructure for serving ex-offenders.

### **Program Design**

California’s Strategic Plan prioritizes the development of regional sector initiatives and “earn and learn” strategies that build career ladder opportunities for California workers and job seekers. The Supervised Population Workforce Training Grant Program seeks solutions to specific challenges that inhibit career opportunities and employment success for the supervised population and that improve access to the workforce development pipeline – education, training, support services,

placement, retention, etc. Successful applications will demonstrate how their programs will direct existing resources and efforts in new, more efficient and effective ways. These efforts should not create or reinforce service delivery silos or funding silos, but rather should result in strategies that take a new or unique approach to addressing workforce pipeline gaps specific to the supervised population, that can be applied, replicated or scaled to create broader impact and system improvement.

Applicants will be required to identify and define the industry sector or sectors in which the targeted supervised population participants will be trained and provide an analysis of current and projected job demands, the range of wage rates, and the training and education requirements within those industry sectors.

The State Board will fund applications that demonstrate how the workforce challenges of the supervised population participants will be met utilizing the following elements:

- Development of evidence-based, best practices for serving the workforce training and education needs of the supervised population that combine programs providing industry-recognized certificates and credentials with earn and learn activities, including apprenticeships and on-the-job-training.
- The education and training needs of both of the following are addressed:
  - Individuals with some postsecondary education who can enter into programs and benefit from services that result in certifications and placement in jobs with a pathway to a living wage and a career.
  - Individuals who require basic education as well as training in order to obtain entry level jobs where there are opportunities for career advancement.
- Provision of an education and training assessment for each individual of the supervised population who participates in the project. A prior assessment of an individual may be used if a local board determined the results are accurate.
- Leveraging of funds with California Department of Corrections and Rehabilitation, County Probation Departments and/or Community Corrections Partnerships. Applicants will build upon existing leveraged activities that promote the development of new service delivery models for the supervised population. Grant funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without the funding. See Appendix D for definition of supplanting.
- A plan to integrate or sustain services after the completion of the grant funding.

### **Program Activities**

The Strategic Plan prioritizes regional coordination among key partners, sector-based employment strategies, skill attainment through earn and learn and other effective training models (including but not limited to apprenticeship), and development of career pathways. In addition, the Strategic Plan emphasizes the coordination and alignment of resources and systems to better serve all California job seekers, including those with significant barriers to employment such as the supervised population. This grant program aims to prepare supervised population participants for entry-level and possible

long-term career employment in industry sectors that are driving regional employment and high demand occupations within those sectors.

Grantees will be required to develop performance targets/goals related to specific Program Goals, Objectives and Deliverables including:

- Total supervised population participants to be served (All participants must be provided an education and training assessment)
- Total enrolled in training (e.g. Basic Skills and Pre-Apprenticeship)
- Total completed training
- Total expected to obtain an industry-valued certificate, credential or degree
- Total placed in postsecondary education
- Total placed in state-approved apprenticeship
- Total placed in industry sector employment
- Total placed in temporary/other employment
- Total placed in industry sector employment and that retained employment for each quarter after placement through December 31, 2017.
- Total placed in other employment that retained temporary/other employment for each quarter after placement through December 31, 2017.

Grantees are expected document and provide the following types of services:

- Outreach and Recruitment
- Education and Training Assessment
- Individual Development Plan
- Career Counseling
- Training-related support services
- Employment Eligibility support services
- Work-based learning
- Transition to apprenticeship, further education, and/or job placement
- Follow-up and re-employment

## **Funding**

The State Board will consider all counties; however, small and rural counties are competitive in applying for funds. Funding under this RFA will be provided through EDD from the Recidivism Reduction Fund. The State Board estimates that it will make approximately 7 awards of up to \$400,000 each for up to an 18-month program period (June 30, 2016 through December 31, 2017). All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. The State Board reserves the right to adjust the total number and amount of each grant award based upon the availability of funds. The State Board also reserves the right to make additional awards by June 30, 2016 to applications not initially funded through this RFA, should additional funding become available.

### *Matching Funds Requirement*

Applicants are required to demonstrate a 2:1 match of cash or in-kind support for their program activities (e.g. \$10,000 grant when matched by \$5,000 cash or in-kind investment). Matching funds may include, but are not limited to, money/in-kind support committed by local boards, local government agencies, education, community-based organizations, labor and business, other partners, and private foundation funds.

### *Allowable uses of funds*

Grantees awarded funds under this RFA must comply with all requirements of Penal Code §1234-1234.5 and line Item 7100-001-3259 of the Budget Act of 2014. Eligible uses of grant funds include, but are not limited to, vocational training, stipends for trainees, and apprenticeship opportunities for the supervised population. Supportive services and job readiness activities can serve as bridge activities that lead to enrollment in long-term training programs. This can include services to pre-eligible participants for entry into the program. All activities must be directly related to the purpose detailed in §1234-1234.5 of the Penal Code and in the [Program Activities](#) of this RFA.

## **Eligible Participants**

The Recidivism Reduction Funds offered under this RFA are designed to address the training and employment needs of California's supervised population as defined in Penal Code §1234(c). Parolees are not eligible participants for this RFA. Applications must describe the demographic characteristics and the barriers to employment of the training program participants that shall be served. Applicant must define their eligibility criteria and document participant eligibility within this framework.

Applicants are required to submit a pre and post participant enrollment flow chart that outlines the project service delivery model as an attachment with their application. The attachment will not count towards the page limit.

## **Eligible Applicants**

Eligible Applicants for this Supervised Population Workforce Training Grant Program include all California counties or consortiums of counties, local boards, nonprofit community-based organizations and other nonprofits, labor and business organizations, education entities, etc. Applicants are encouraged to develop evidence-based best practices for serving the workforce training and education needs of the supervised population.



## **Partnerships**

Strong partnerships are an essential component of this grant program. Partners must include local board(s) and county agencies as well as specific employers or intermediaries such as industry groups or labor-management partnerships. Other high value partners may include community colleges, adult education, courts, social services, mental health, housing, community-based organizations, etc. Each application must include at minimum, a signed partnership agreement between the county Community Corrections Partnership(s) and one or more local boards.

Applications must include a signed partnership agreement between the county Probation Department and/or Community Corrections Partnership(s) and one or more local boards and all other partners. Participation of community-based organizations with experience in serving the supervised population is strongly encouraged. The partnership agreement shall describe the intent of the partnership, how the partnership will utilize leverage funds, and the roles and responsibilities of services provided to the supervised population. For a sample partnership agreement template, see [Appendix B](#).

## **Oversight & Coordination**

EDD Workforce Services Branch project managers will provide day-to-day oversight of each grant with the State Board providing high-level strategic direction and technical assistance. The State Board and EDD are committed to using this grant program to implement continuous improvement, innovation, and system change strategies related to serving the supervised population.

### *Learning Community/Community of Practice*

The Learning Community also known as the Community of Practice is a forum for grantees, staff, partners, and other key system stakeholders to share information, with the opportunity to solve problems and prioritize challenges to be addressed through dialogue and proactive thinking.

Grantees and their program partners will be expected to access peer and expert technical assistance, share successful program models and coordinate performance criteria and evaluation activities through the learning community. The State Board will convene at least three in-person meetings in Sacramento in addition to virtual learning community meetings. Applicant's budget should include travel for appropriate staff to attend the in-person meetings in Sacramento.

## **Performance**

Applicants are required to include program performance goals, targets, deliverables and evaluation metrics that fit the targeted supervised population defined in Penal Code §1234(c) on Appendix C – Application Form 4 Participant Plan. The State Board and EDD may review and revise these performance criteria with each grantee.

## **Program Evaluation and Reporting Requirements**

The State Board will submit a report to the Legislature evaluating the effectiveness of this grant program based on grantee reports on program activities and outcomes. Grantees shall submit quarterly narrative reports on the 20<sup>th</sup> of the month following, monthly invoices to their EDD Program Manager, and validate participant data using CalJOBS. Grantees shall submit a closeout report sixty days after the end of the grant period. This information will be shared with the State Board to develop evaluation reports for the Legislature, EDD, and other stakeholders. See [Appendix](#)

[E](#), for a sample invoice templates with instructions. Progress report templates will be release at a later date.

### *CalJOBS*

Grantees shall report accurate participant data elements including participant information, project activities and outcome data through the State's CalJOBS labor exchange reporting system. Grantees shall have the approved emulation software for this purpose. EDD shall provide comprehensive, customer-centered CalJOBS webinar training and provide technical assistance to the grantees throughout the grant period. If an applicant is a local board and has received prior authorization from EDD to use authorized third party client data-tracking software, the grantee is accountable for ensuring that all participant information, project activities and outcome data are accurate and available in CalJOBS labor exchange system.

### *Invoicing*

Under no circumstances can the State pay for services provided prior to the start date or the final approval of the State, whichever is later. Final approval occurs when all parties have signed the Standard Agreement, with the latest signature date being the date of final approval.

For services satisfactorily rendered and upon receipt and approval of the invoices, State Board agrees to compensate the Contractor in accordance with Attachment B-1, Project Budget. The total invoiced amount shall not exceed the award amount. See Appendix A and exhibits. Grantee shall maintain thorough accounting ledgers to support all charges and year-to-date expenditures of grant funds.

## SECTION 2 SIGNIFICANT DATES

EVENT	DATE*
RFA Release	March 25, 2016
Application Workshop at 10AM – 11AM	April 1, 2016
Applications Due (by 3:00 p.m.)	May 2, 2016
Award Announcement	May 16, 2016
Program Start Date (with executed contract stipulation)	June 30, 2016

*\* All dates after the final applications submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this RFA.*

### **Application Workshop**

An Application Workshop will be held for this RFA as a webinar on the date and time identified in the table above. The State Board requests that potential applicant register for this webinar by sending an RSVP with your name, organization and contact information via email to [CWDBInfo@cwdb.ca.gov](mailto:CWDBInfo@cwdb.ca.gov). A webinar link and conference call information will be provided to registered participants. Failure to attend the Application Workshop will not preclude the submission of an application. Questions will be taken during the Application Workshop and accepted via the email address above until May 2, 2016. Questions and answers shall be posted on the State Board website on a weekly basis during the solicitation period. ***Any verbal communication with the State***

***Board or EDD concerning this RFA is not binding on the State and shall in no way alter a specification, term, or condition of the RFA.***

### SECTION 3 APPLICATION SUBMISSION INSTRUCTIONS

This RFA contains the requirements that Applicants must meet in order to submit a responsive application. The RFA provides information regarding the format in which applications must be submitted, the documents to be included, the requirements that must be met to be eligible for consideration, and the Applicant's responsibilities.

The following are incorporated by reference as part of this RFA:

- GTC - 610 - General Terms and Conditions for all contracts except Interagency Agreements.
- CCC - 307 - Contractor Certification Clauses effective 3/28/2007

These documents can be found on the Department of General Services website:

<http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>

#### *Application Delivery Method and Address*

Applications must be submitted **electronically** in Portable Document Format (PDF) to:

Sheri Larson

[\[Sheri.Larson@edd.ca.gov\]](mailto:Sheri.Larson@edd.ca.gov)

#### Application Questions

Questions regarding this RFA shall be sent to via email to [CWDBInfo@cwdb.ca.gov](mailto:CWDBInfo@cwdb.ca.gov). Cumulative questions and answers shall be posted to the State Board's website on a weekly basis up to the RFA application deadline.

### SECTION 4 REQUIRED APPLICATION CONTENT

#### **Minimum Requirements**

All applications must adhere to the required format and in order to be competitive, must include all of the requested information, completed forms, and attachments. The application must meet the minimum requirements listed below. **Applications that do not adhere to these requirements will be determined non-responsive and will not be scored or considered for funding.**

- Applicant must use the specific instructions and complete all requested forms.
- **Qualified Business:** If the applicant is a corporation, the applicant and subcontractor(s) must be registered with the Secretary of State's Office to do business in California. "Doing

business” is defined in California Revenue & Taxation Code §23101 as actively engaging in any transactions for the purpose of financial or pecuniary gain or profit. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California.

- **Company must be in Good Standing.** Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies can determine whether a corporation is in good standing by checking their status at <http://kepler.sos.ca.gov>. For more information please visit Secretary of State (SOS) page at <http://www.sos.ca.gov/businessprograms/business-entities/contact>.
- **Subcontractors:** Subcontracting shall be allowed within reasonable limits as determined by the State Board and EDD in approving the project budget and budget detail form. Individual subcontracts exceeding twenty-five percent of the total award must be listed in the application. The State Board and EDD reserve the right to approve/reject the proposed subcontractor(s).

Regardless, the Grantee (Contractor) shall be solely responsible for fulfilling the requirements of the Contract (Agreement).

The Contractor agrees that changes to any subcontractors originally listed in the project budget and budget detail form in this Agreement must be approved in advance by EDD and the State Board. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

The Contractor shall monitor subcontractor activity and compliance. This monitoring shall be verified by the EDD Workforce Services Branch as part of the grant management for this program.

- **Monitoring and Audit Provision:** Contractor agrees that the State Board, EDD, the Department of General Services, the California State Auditor, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of record retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Government Code §8546.7, Public Contract Code §10115 et seq., California Code of Regulations Title 2, §1896).

The Contractor shall be required to ensure diligence in managing programs under this grant agreement to include providing appropriate monitoring activities and taking prompt

corrective action against known violations/findings.

- **Non-Supplanting:** Grant funds awarded under this RFA are for direct services to the grant activities only and are intended to supplement, not supplant existing programs.
- **Insurance Requirements:** The Contractor shall not commence performance under this Agreement until the Contractor has provided EDD with a certificate of insurance stating that there is a liability insurance presently in effect for the Contractor with a Combined Single Limit (CSL) of not less than \$1,000,000 per occurrence. The Contractor shall provide written notice to EDD within five (5) business days of any cancellation, non-renewal, or material change that affects required insurance coverage. The certificate of insurance must include the following provision:
  - The State of California, its officers, agents, employees, and servants are included as additional insured's, but only with respect to work performed for EDD and the State Board under this contract.
- **Workers' Compensation Insurance:** If an employer, the Contractor shall not commence performance under this Agreement until the EDD is provided with one of the following:
  - A certificate of insurance issued by an insurance carrier licensed to write Workers' Compensation insurance in the State of California, which includes the name of the carrier and the date of expiration of the insurance; or,
  - A certificate of consent to self-insure issued by the Director of the Department of Industrial Relations.

### **Application Requirements**

The application narrative is limited to 5 pages, 1-inch margins, in a font no less than 12 point excluding forms and cover page. Applications that do not adhere to these requirements will be scored; however, a 3-point penalty will be assessed for those that do not meet this requirement.

All applicants must submit the required forms and attachments, and complete the checklist included on the cover page. These include:

<b>DOCUMENT NAME/DESCRIPTION</b>	<b>FORM PROVIDED</b>
Cover Page	YES
Application Narrative	NO
Form 1: Project Budget	YES
Form 2: Budget Detail	YES
Form 3: Workplan	YES
Form 4: Participant Plan	YES
Form 5: Worker's Compensation Certification	YES
Form 6: CCC-307	YES
Form 7: Darfur Contracting Act Certification (If applicable, see form for details)	YES
Form 8: Bidder Declaration	YES
Proof of registration with the California Secretary of State's Office (if applicable, see Section 4 – "Qualified Business" on page 12)	NO
Partnership Agreement Letter/MOU (For a sample template, see <a href="#">Appendix B</a> )	NO
Participant Service Delivery Flow Chart (that includes pre and post participant enrollment services and required services listed on page 6)	NO

## SECTION 5 AWARD AND CONTRACTING PROCESS

**Application Requirements, Evaluation and Recommendation for Funding**

The application narrative should address each of the sections outlined in the Application Evaluation Rubric. All applications must include the required forms and cover page. The scoring value of each section of this RFA is included in the Application Evaluation Rubric below.

<b>Application Evaluation Rubric</b>		
<b>Section</b>	<b>Description</b>	<b>Points</b>
I. Statement of Need	<ul style="list-style-type: none"> <li>Identify the regional area being served by the program.</li> <li>Provide an overview of the supervised population; identify the employment barriers they are facing and the current recidivism rate.</li> <li>Describe the specific subset of the supervised population, among the eligible supervised population participants.</li> <li>Describe the industry sector(s) and occupations in which the targeted supervised population will be trained, including the current and projected openings (or demand) within the region for those jobs, the range or wage rates, and the training and education requirements within those industry sectors.</li> </ul>	15
II. Partnerships	<ul style="list-style-type: none"> <li><i>Signed Partnership Agreement (Attachment, see Appendix B for sample)</i> – Describe the role of each partner involved in the program design, implementation, and delivery of services. Partners must include local workforce board(s) and county Probation Department and/or Community Corrections Partnership(s) as well as specific employers or intermediaries such as industry groups or labor-management partnerships. Other high value partners may include community colleges, adult education, courts, social services, mental health, housing, community-based organizations that work with the supervised population, etc.</li> <li>Describe outreach and recruitment methods that will be used to reach target industry employers.</li> <li>Describe how the program will partner with employers for work-based learning and successful employment outcomes.</li> <li>Demonstrate how the partnership has or will actively engaged in developing employment opportunities for the supervised population.</li> <li>Describe the connection to county Probation Development</li> </ul>	20

III. Program Plan	<ul style="list-style-type: none"> <li>Describe the specific goals, objectives, and deliverables that will lead to the required program outcomes for the supervised population, including success in pre-apprenticeship, apprenticeship, education outcomes (i.e. industry-recognized certificates, credentials, and degrees), job placement, etc.</li> <li>Describe the general methodology and training methods proposed to be used and explain the manner in which the progress of the targeted supervised population will be monitored during the grant period.</li> <li>Describe the provision of an education and training assessment for each individual of the supervised population who will participate in the project.</li> <li>Describe the opportunity for replication or application of program successes and lessons.</li> <li><i>Workplan (RFA Form 3)</i> – Applicants must provide an outline of the program, and the program strategies, outputs and outcomes, and timeline.</li> <li><i>Participant Service Delivery Flow Chart (Attachment)</i> – Chart that display the services provided to the participant before entering into the program and at the end of the program that includes the required services listed on page 6.</li> </ul>	25
IV. Innovation	<ul style="list-style-type: none"> <li>Describe how the program will create new or adapt existing approaches or accelerate the application of promising practices in workforce development and skill attainment for the supervised population.</li> </ul>	15
V. Sustainability	<ul style="list-style-type: none"> <li>Describe the elements or strategies to sustain the program beyond the term of the grant and/or to develop the infrastructure to increase the scale and capacity of job placement services to the supervised population.</li> <li>Describe innovative approaches the program will use to draw funds from existing realignment or other sources</li> </ul>	15
VI. Budget & Participant Plans (RFA Form 1, 2 & 4)	<ul style="list-style-type: none"> <li><i>Project Budget and Budget Detail (RFA Form 1 &amp; RFA Form 2)</i> – Applicants must provide detailed budget information, including 1:1 in-kind or cash match.</li> <li><i>Costs worksheets show costs are necessary and reasonable in conformance with Exhibit D.</i></li> <li><i>Participant Plan (RFA Form 4)</i> – Applicants must identify the total number of participants they plan to serve and provide an estimate by quarter of services and outcomes.</li> </ul>	10
<b>3 Point Penalty if Application Narrative Exceeds 5 pages Excluding Forms, Attachments and Cover Page</b>		
<b>Total Possible Points</b>		<b>100</b>



### **Recommendation for Funding**

The final scores will be ranked highest to lowest and will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the application. In the event of a tie, the State Board will consider the geography, size and population density of the county/counties in order to achieve results that are representative of California's diverse geography and population. Only those applications deemed to be meritorious and in the best interests of the State will be recommended for funding.

The State Board will consider past performance of grantees prior to awarding additional funds to those reapplying for contracts and grants, and shall deny applications from grantees that exhibited unsatisfactory performance. Therefore past performance of other state grants will be a consideration prior to final selection.

### *Rejection of Application*

The State Board reserves the right to waive any immaterial deviation in an application; however, the waiver of an immaterial deviation in an application shall in no way modify the document or excuse the successful Applicant from full compliance with the application requirements after the contract is awarded.

An application shall be rejected and deemed non-responsive for any of the following:

- Received at any time after 3 p.m. Pacific Time on April 18, 2016 ;
- Incomplete or fails to meet the RFA specifications;
- The application contains false or misleading statements or references which do not support an attribute or condition contended by the Applicant. The application shall be rejected if, in the opinion of the State, such information was intended to erroneously mislead the State in its evaluation of the application;
- An itemized budget is not enclosed and/or exceeds the amount indicated;
- The Applicant has received a substantive negative contract evaluation from the State of California;
- The Applicant has had a contract with the State of California canceled due to failure to comply with the Drug-Free Workplace Act of 1990;
- It is found that the Applicant is not responsible (e.g., has not paid taxes, has no business license, has submitted an application when license is subject to suspension on the date of the application opening and/or award of the contract, or during the proposed term of the agreement, submitted an application without an authorized signature, falsified any information in the application package, or has provided poor performance on a previous contract with the State Board, etc.); or,
- It is found, upon license verification with the Contractor's State Licensing Board that an Applicant's license is subject to suspension on the date of the application opening and/or

award of the contract, or during the proposed term of the agreement.

### **Debriefings**

Written debriefings of the evaluation results will not be provided to unsuccessful applicants. Oral debriefings may be provided at the State Board's discretion.

### **Disposition of Application**

1. All materials submitted in response to this RFA will become the property of the State Board/EDD, and as such, are subject to the Public Records Act (Government Code, §6250, et seq.). The State Board and EDD will disregard any language purporting to render all or portions of any application confidential.
2. After applications are evaluated and the notices of intent to award have been posted, all applications shall be available for public inspection. However, the contents of all applications, draft RFA's, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of an Applicant's application shall be held in the strictest confidence until the award is made. The State Board and EDD shall hold the content of all working papers and discussions relating to an application confidential indefinitely, unless the public's interest is best served by disclosure because of pertinence to a decision, agreement, or the evaluation of an application. An applicant's disclosure of this subject is a basis for rejecting an application and ruling the applicant ineligible to participate further in the process.
3. The State Board/EDD may return an application to an Applicant upon written request after **conclusion of** the bid process.

## Appendix A – Sample Standard Agreement

### STANDARD AGREEMENT

STD 213 (Rev 06/03)

AGREEMENT NUMBER

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

**California Workforce Development Board (State Board) and Employment Development Department (EDD)**

CONTRACTOR'S NAME

(Successful Respondent)

2. The term of this Agreement is: 18 Months or upon final approval

3. The maximum amount \$  
of this Agreement is:

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work page(s)  
Attachment A-1, Specifications page(s)

Exhibit B – Budget Detail and Payment Provisions page(s)  
Attachment B-1, Project Budget  
Attachment B-2, Budget Detail

Exhibit C\* – General Terms and Conditions GTC 610

Exhibit D\* – Special Terms and Conditions page(s)

Exhibit E\* – Request for Application (RFA) No. 73705 page(s)

Exhibit F\* – Contractor's Response to RFA No. 73705 page(s)

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at [www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx](http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx)

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

#### CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

BY (Authorized Signature)



PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

#### STATE OF CALIFORNIA

AGENCY NAME

California Workforce Development Board

BY (Authorized Signature)



PRINTED NAME AND TITLE OF PERSON SIGNING

Douglas Sale, Operations Manager

ADDRESS

800 Capitol Mall, Suite 1022, Sacramento, CA 95814

#### CALIFORNIA

Department of General Services  
Use Only

☐ Exempt per:

**Appendix A – Sample Standard Agreement**

**EXHIBIT A**

**(Standard Agreement)**

**SCOPE OF WORK**

1. This Agreement is entered into by and between the California Workforce Development Board, hereinafter referred to as State Board, and XXXXXXXXXXXX, hereinafter referred to as the Contractor, for the purpose of providing workforce training services in accordance with Request for Application (RFA) No. 73705.
2. The project representatives during the term of this agreement will be:

**State Agency**

**Contractor**

California Workforce Development Board

Attn: Douglas Sale

800 Capitol Mall, Suite 1022

Sacramento, CA 95814

Phone: (916) 657-1445

## **Appendix A – Sample Standard Agreement**

### **EXHIBIT B** **(Standard Agreement)**

#### **BUDGET DETAIL AND PAYMENT PROVISIONS**

This is a cost reimbursement Agreement. Under no circumstances can the State pay for services provided prior to the start date or the final approval of the State, whichever is later. Final approval occurs when all parties have signed the Agreement, with the latest signature date being the date of final approval.

##### **A. Invoicing and Payment**

1. For services satisfactorily rendered and upon receipt and approval of the invoices, State Board agrees to compensate the Contractor in accordance with Attachment B-1, Project Budget. The total amount of this Agreement shall not exceed XXXX Dollars and XXXX Cents.
2. Invoices shall include the Agreement Number MXXXXXX and shall be submitted in triplicate, not more than monthly, in arrears to:

California Workforce Development Board  
800 Capitol Mall, Suite 1022  
Sacramento, CA 95814 Attn: Douglas Sale

##### **B. Budget Contingency Clause**

It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.

This Agreement is valid and enforceable only if (1) sufficient funds are made available by the State Budget Act of the appropriate State Fiscal Year(s) covered by this Agreement for the purposes of this program; and (2) sufficient funds are made available to the State by the United States Government or by the State of California for the Fiscal Year(s) covered by this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations or conditions established by the United States Government and/or the State of California, or any statute enacted by the Congress and Legislature, which may affect the provisions, terms or funding of the Agreement in any manner.

The parties mutually agree that if the Congress and/or Legislature do not appropriate sufficient funds for the program, this agreement shall be amended to reflect any reduction in funds.

The State Board has the option to terminate the agreement under the 30-day termination clause or to amend the Agreement to reflect any reduction of funds.

##### **C. California Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code § 927, et seq.

**Appendix A – Sample Standard Agreement**

**Attachment B-1  
Project Budget**

<b>Item #</b>	<b>Expense Item</b>	<b>Amount Requested</b>	<b>Amount Leveraged</b>	<b>Total</b>	<b>Source of Leveraged Funds</b>	<b>In Kind or Cash Match</b>
1.	Staff					
a.	Salaries			\$0.00		
b.	Fringe Benefits			\$0.00		
2.	Staff Travel			\$0.00		
3.	Communications			\$0.00		
4.	Facilities Rent			\$0.00		
5.	Facilities Utilities			\$0.00		
6.	Facilities Maintenance			\$0.00		
7.	Office Supplies			\$0.00		
8.	Testing and Instructional Materials			\$0.00		
9.	Equipment Purchases			\$0.00		
10.	Equipment Leases/Use-Charge			\$0.00		
11.	Tools and Supplies			\$0.00		
12.	Support Services			\$0.00		
13.	Indirect Costs			\$0.00		
14.	Other - List other in Item 14 of Budget Detail			\$0.00		
15.	Subcontract(s) - List subcontract(s) in Item 15 of Budget Detail			\$0.00		
16.	<b>TOTAL</b>	\$0.00	\$0.00	\$0.00		

## Appendix A – Sample Standard Agreement

### Attachment B-2

#### Budget Detail

BUDGET LINE #1 - Staff Salary and Fringe Benefits					
List job titles of staff working on project		Salaries charged to project	Fringe Benefits charged to project	FTEs %	Amount Requested
				-	\$
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
Staff Subtotals		\$ -	\$ -	0%	\$ -
BUDGET LINE #	EXPENSE ITEM	NARRATIVE DETAIL			Amount Requested
2	Staff Travel				\$
3	Communications				\$
4	Facilities Rent				\$
5	Facilities Utilities				\$
6	Facilities Maintenance				\$
7	Office Supplies -- detail major				\$
8	Testing/Instructional Materials -- detail major				\$
9	Equipment Purchases with grant funds -- list, briefly state purpose/need/cost of each item.				\$

## Appendix A – Sample Standard Agreement

10	Equipment lease/use-charge costs paid with grant funds -- list, briefly state purpose/need/total lease or use-charge cost of each item, total (to equal Budget line 10 entry).		\$
11	Tools and Supplies (detail per participant cost)		\$
12	Support Services -- (detail each type of cost, and amount per participant)		\$
13	Indirect costs -- Provide rate, direct cost(s) to which authorized to be applied, approving cognizant agency and date of approval. Show how total was calculated.		\$
14	"Other" Costs - Identify and detail the nature of each such cost to be paid with grant funds.)		\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>"Other" Subtotal</b>			<b>\$0.00</b>
15	Subcontract - Identify, detail main functions/activities, cost of each subcontracts and timelines of grant agreements.		
<b>"Subcontract" Subtotal</b>			<b>\$0.00</b>
<b>Total Amount Requested</b>			<b>\$0.00</b>



## **Appendix A – Sample Standard Agreement**

### **EXHIBIT D** **SPECIAL TERMS AND CONDITIONS**

#### **1. Subcontractors or Subgrantees**

Nothing contained in this Agreement or otherwise, shall create any contractual relationship between the State and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors or subgrantees and of persons either directly or indirectly employed by the Contractor. The Contractor's obligation to pay its subcontractors or subgrantees is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any monies to any subcontractor.

#### **2. Termination Clause**

This Agreement may be terminated by State Board for any reason by giving written notice 30 days prior to the effective date of such termination.

#### **3. Advance Work**

This is a cost reimbursement Agreement. Under no circumstances can the State pay for services provided prior to the start date or the final approval of the State, whichever is later. Final approval occurs when all parties have signed the Agreement, with the latest signature date being the date of final approval. Should the Contractor begin work before receiving a copy of the approved Agreement, any work performed before approval shall be considered as having been done at the Contractor's own risk and as a volunteer.

#### **4. Force Majeure**

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitutes default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war and acts of God such as earthquakes, floods and other natural disasters such that performance is impossible.

The State Board has the right to request removal and/or replacement of Contractor resources.

#### **5. Workforce Innovation and Opportunity Act**

Contractor agrees to conform to nondiscrimination provisions of the Workforce Innovation and Opportunity Act (WIOA) and other federal nondiscrimination requirements as referenced in 29 CFR, Part 37.

#### **6. Disputes**

If the Contractor is disputing an action of the EDD and/or the State Board in the administration of this Agreement, the Contractor may appeal to the State Board's Executive Director or designee. Such appeals shall be filed within 30 calendar days of the notification from Contractor of such dispute. The State Board Executive Director will review the correspondence and related documentation and render a decision of the appeal within 30 calendar days, except in those cases where the Contractor withdraws or abandons the appeal. The procedural time requirement may be waived with the mutual consent of the Contractor and the State Board Executive Director.

#### **7. Duty to Cooperate**

Contractor shall cooperate with the State Board and EDD with regard to the performance of this agreement.

## **Appendix A – Sample Standard Agreement**

### **8. Date Requests**

Contractor shall cooperate with the State Board and/or EDD to provide timely responses to any requests for data and/or reports the Legislature and/or the State Board deems necessary for the evaluation of the grant program. Such data may include individual program participant data. Contractor further understands and agrees that this data will be shared with the Legislature and other stakeholders. The Legislature may request data and/or reports at any time.

9. Contractor is responsible for the project activities identified in the original Grant Application submitted to the State Board and EDD, which is attached to and made a part of this Agreement. Review and approval by the State Board and EDD is solely for the purpose of proper administration of grant funds by EDD and shall not be deemed to relieve or restrict the Contractor's responsibility.

10. Contractor shall fulfill all assurances, declarations, representations, and statements made by the Contractor in the Grant Application, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.

11. Contractor agrees to procure all permits, resolutions, and/or licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of project work.

### **12. Travel Clause**

The travel and per diem shall be set in accordance with California Department of Human Resources for comparable classes and that no travel outside the State of California shall be reimbursed unless prior written authorization is obtained from State Board.

## Appendix B – Sample Partnership Agreement Template

### **Instructions**

A Memorandum of Understanding (MOU) is required of an agency when an application for funds includes an explicit non-financial collaboration with partnering organizations. The MOU provides documentation that demonstrates the organizations have consulted and coordinated the responsibilities of their grant activities.

The following elements should be considered when constructing an MOU:

- Describe each partner agency;
- State the purpose of the MOU;
- Clearly describe the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs;
- Identify the staff responsible for completing the specific responsibilities, this should include meeting application reporting requirements;
- Describe how the collaboration/partnership benefits the project;
- Describe the resources each partner would contribute to the project. This can be contributing staff time, making in-kind contributions, delivering services, offering training or expertise, etc.;
- Provide a statement that the lead agency accepts full responsibility for the performance of the collaborative organizations/agencies; and
- The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.



### **WHEN DO I NEED A MEMORANDUM OF UNDERSTANDING?**

***A MEMORANDUM OF UNDERSTANDING should be used when you submit a solicitation for application involving a collaborative partner(s) that agrees to provide a non-financial exchange that will enhance the project. Examples include: a work station for an out-stationed advocate or training for staff/volunteers.***

**SAMPLE FORMAT AND CONTENT**

**MEMORANDUM OF UNDERSTANDING**

**All *italicized* sentences are considered instructions and should be deleted prior to the submission of the final MOU.**

This Memorandum of Understanding (MOU) is entered into by and between: *Provide the agency name and a brief description of each agency.*

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- A. Purpose.** *State the purpose of the MOU. Include statements that explain how the collaborative relationship enhances or benefits the Applicant's program;*
- B. Roles and Responsibilities.** *Clearly describe and delineate the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs. This may be contribution of staff time, in-kind contributions of space or materials, delivery of program services, provision of training or staff expertise, etc.*

Agency A agrees to:

Responsibility/Activity	Responsibility/Activity

Agency B agrees to:

Responsibility/Activity	Responsibility/Activity

- C. Reporting Requirements.** *Describe who will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.*
- D. Leverage Resources.** *Identify the leverage sources and describe how the partnership will utilized the funds for the project.*

## Appendix B – Sample Partnership Agreement Template

**E. Timeframe.** *Clearly state the time period that this MOU will be in effect.*

This MOU will commence on \_\_\_\_\_ and will dissolve at the end of the grant funding period on \_\_\_\_\_.

**F. Confidentiality.**

In order to ensure the safety of clients, all parties to the Memorandum of Understanding agree to adhere to the confidentiality expectations as outlined in the Grant Agreement.

The designated lead agency accepts full responsibility for the performance of the collaborative organizations/agencies.

This Memorandum of Understanding is the complete agreement between \_\_\_\_\_ and \_\_\_\_\_ and may be amended only by written agreement signed by each of the parties involved.

*The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.*

**AGENCY A**

Authorized Official: \_\_\_\_\_  
Signature Date

Printed Name and Title: \_\_\_\_\_

Agency name: \_\_\_\_\_

**AGENCY B**

Authorized Official: \_\_\_\_\_  
Signature Date

Printed Name and Title: \_\_\_\_\_

Agency name: \_\_\_\_\_

**AGENCY C**

Authorized Official: \_\_\_\_\_  
Signature Date

Printed Name and Title: \_\_\_\_\_

Agency name: \_\_\_\_\_

## **Appendix C – Application Forms (Excel Spreadsheet)**

The completed application forms must be included with your response. The forms can be downloaded on the State Boards website at the following address:

<http://cwdb.ca.gov/res/docs/AB2060/Appendix%20C%20-%20Application%20Forms.xlsx>

## Appendix D – Allowable Expenditures Guidance

### **Allowable Cost**

All allowable costs must meet three primary criteria:

1. Substantiate that the cost was necessary and reasonable for proper and effective administration of the allocations;
2. The cost must be allocable to the funding source activities; and
3. The cost must not be a general expense required to carry out the grantee's overall responsibilities (not supplanting).

However, even if the costs meet the prior three criteria, the costs must be approved within the application workplan and budget of the grantee otherwise the costs are not allowable. Also, the State has the discretion to impose special conditions above and beyond the funding source which would also determine allowability of cost.

#### ***While the proposed cost is allowable under the funding source is it also reasonable?***

Reasonable is defined by the dictionary as: agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision.

Systems that can guide this definition are: necessary for the performance of the grant; following sound business practices (procurement processes, follow state and local laws, follow the terms of the grant); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

#### ***What are the guidelines of Allocable?***

Allocable is defined by the dictionary as: capable of being allocated or assigned. A cost is considered allocable to a particular funding source/program to the extent it actually benefits the objectives of that program. You can only charge in proportion to the value received by the funding source/program. An example would be that a Project Director works 80% on the funded program (only 80% of the salary and benefits can be charged in the grant application). Above and beyond this definition allocable also means that the cost must be related to the activities identified in the approved workplan.

### **Supplanting**

Recidivism Reduction funds may not result in a decrease in state or local funding that would have been available to conduct the activity had these funds not been received. These grant funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without the funding. You must be able to demonstrate that the funds are added to the amount of state and local funds that would, in absence of the grant funds, be made available for uses specified in your plan.

### **Allowability of General Costs**

The Table 1 below is a synopsis of rules to determining allowability of costs. The rules in their entirety can be found in (Title 2 Code of Federal Regulations (2 CFR Parts 215 and 220)

[http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105\\_a21.pdf](http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a21.pdf)

## Appendix D – Allowable Expenditures Guidance

However, the intent of the RFA must be followed, the cost must be necessary, reasonable, allocable and not supplanting, and any additional cost restrictions identified in the RFA would supersede allowable costs within this document.

**Table 1 - Allowability of General Costs**

Allowable	Unallowable
<p><b>Advertising Costs</b> are those that are solely for:</p> <ol style="list-style-type: none"> <li>1. The recruitment of personnel required for the performance by the institution of obligations arising under a sponsored;</li> <li>2. The procurement of goods and services for the performance of a sponsored agreement;</li> <li>3. The disposal of scrap or surplus materials acquired in the performance of a sponsored agreement except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or</li> <li>4. Other specific purposes necessary to meet the requirements of the sponsored agreement.</li> </ol>	<p><b>Advertising and Public Relations Costs</b> include the following:</p> <ol style="list-style-type: none"> <li>1. All advertising and public relations cost unless specified as allowable;</li> <li>2. Costs of meetings, conventions, convocations, or other events related to other activities including:               <ol style="list-style-type: none"> <li>a. Costs of displays, demonstrations, and exhibits;</li> <li>b. Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and</li> <li>c. Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings;</li> </ol> </li> <li>3. Costs of promotional items and memorabilia, including models, gifts, and souvenirs;</li> <li>4. Costs of advertising and public relations designed solely to promote the institution.</li> </ol>
<p><b>Public Relations Costs</b> are those that are solely for:</p> <ol style="list-style-type: none"> <li>1. Costs specifically required by the sponsored agreement;</li> <li>2. Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of sponsored agreements (these costs are considered necessary as part of the outreach effort for the sponsored agreement); or</li> <li>3. Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary keep the public informed on matters of public concern, such as notices of Federal contract/grant awards, financial matters, etc.</li> </ol>	
<b>Audit Costs</b> (can be included in indirect cost)	<b>Alcoholic Beverages</b>
<b>Communication Costs</b> (telephone, telegrams, postage, messenger)	<b>Alumni Activities</b>
<b>Personnel Services</b>	<b>Bad Debts</b>
<b>Equipment Costs</b> that are within the objectives of this RFA will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability	<b>Entertainment Costs</b>
<b>Materials &amp; Supply Costs</b> (only those actually used for performance of sponsored agreement)	<b>Contingencies</b>
<b>Meetings and Conferences</b> primary purpose of dissemination of technical information are allowable. This includes costs of transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences.	<b>Losses on Other Sponsored Agreements or Contracts</b>
<b>Supportive Services and job readiness costs</b> that bridge activities leading to enrollment in long-term training programs that can include services to pre-eligible participants for entry into the program.	<b>Lobbying</b>
<b>Travels</b> (In-state and <u>approved</u> out-of-state travel and follow	<b>Out-of-State Travels</b> without prior approval



## Appendix D – Allowable Expenditures Guidance

Allowable	Unallowable
state travel rate set in accordance with California Department of Human Resources)	

## Appendix E – Sample Invoices Template and Instructions

The Service Cash Invoice (SCI) template is to be used by the contractor to request reimbursement from the California Workforce Development Board (CWDB) through the Employment Development Department (EDD) for allowable costs incurred while providing contract services to CWDB applicants/consumers. The SCI must be prepared and submitted **monthly** as designated in Exhibit B of the contract. SCI's in any fiscal year (July 1 to June 30) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than June 30, in order to make payment for that performance prior to the close of the State fiscal year to prevent reversion of appropriated funds.

SCI's will be reviewed by the EDD project management team to ensure current and Cash/In-Kind (leveraged) expenditures are being reported appropriately. The contractor must report on the SCI Form their leveraged funds as advised in their executed contract. If leveraged funds are not being utilized, the EDD/CWDB will contact the contractor to assist in resolving any issues.

A sample of the official SCI form ([page 5](#)) is included for reference. An electronic version of the SCI form may be requested from the EDD Contract Administrator.

### A. **Date of Request**

Fill in the date that the SCI form is being submitted for reimbursement.

### B. **Invoice #**

Provide the current invoice # appropriate for the SCI. *(Example: If the contractor is submitting their first invoice, the invoice # is: 1. If the contractor is submitting their fifth invoice, the invoice number is: 5)*

### C. **Invoice Period: From : To:**

Provide the date range of which the SCI form is requesting reimbursement for from the EDD. List the month, day, and year for which reimbursement is being requested. (Example: From: June 1, 2016 To: June 30, 2016 should auto-populate to state From: 6/1/16 To: 6/30/16)

### D. **Contract #**

Provide the contract # / Agreement Number as listed on the executed contract that was assigned by the EDD. This number is the five-digit number with a leading alpha character found in the upper right-hand corner of the signed copy of the Standard Agreement (STD213). A new contract number is assigned each year for a single-year contract. If the current contract is amended, the same contract number will be used for the duration of the amended contract. For a three-year contract, the same contract number will be used for all three years. The correct number is required for the SCI to be processed / paid.

## Appendix E – Sample Invoices Template and Instructions

### E. Awardee Name, Full Address and Contact Information

Include the Awardee name and address on the SCI. The contractor name and billing address must agree with the name and billing address as listed on the STD213. Payments will only be sent to the contractor billing address identified on the STD213. Please identify the Invoice contact (person completing the invoice) name including Phone Number and Email Address. The identified invoice contact person will be contacted if EDD/CWDB has any questions/concerns regarding a specific invoice.

**Note: If the Contractor billing address is incorrect or has changed, the contractor must submit a change of address request in writing to the EDD Contract Administrator. Copies will be forwarded to the EDD Central Office Accounting – Contracts and Procurement Section, as well as the CWDB Services Section.**

### VI. Line Item Expenditure Reporting

Each line item is **exactly** titled as in your contract Project Budget Attachment B-1. It is also **in the same sequence** as listed on the Project Budget Attachment B-1. Do not combine or separate budget line items. Here is a list of things to consider when reporting expenditures;

- A. Use your Project Budget Attachment B-1 to assist you in aligning your expenditures with your approved budget.
- B. Only report expenditures on line items that have been budgeted for. Where there is not an allocated budget amount listed for an applicable line item, please ensure that program “does not” request reimbursement for that applicable line.
- C. Do not exceed expenditures over the amount of budget in any particular line item.
- D. Report current expenditures (Monthly) in the column entitled “Current Expenditures”. If this is the first report, then input the same current expenditure amounts into the 2<sup>nd</sup> column titled “YTD Expenditures”. If this is a second report or any thereafter, report current expenditures (Monthly) in the column entitled “Current Expenditures”. For “YTD Expenditures”, refer back to the prior month report and add YTD Expenditures from the prior month with the current expenditures (monthly). This total should reflect the cumulative expenditure level for current YTD Expenditures.
- E. Repeat the same procedures listed A through D to report your Leveraged Expenditures. In addition, check the appropriate box to identify if the leveraged funds are Cash or In-Kind.
- F. Grand Totals are calculated by formula in line 16.

### VII. Authorized Contractor Signature

The authorized contractor representative prints their name, provides their title, signs, dates the SCI and submits the original via mail or via email in pdf format to the EDD Project Manager assigned to the program. The authorized contractor representative is the person(s)

## **Appendix E – Sample Invoices Template and Instructions**

designated on the Grant/Contract Signature Authorization (Exhibit A) form in the approved contract. If more than one page is necessary, the signature block is only required on the last page of the SCI.

### **VIII. EDD Contract Administrator Review and Approval**

The EDD Project Manager reviews the SCI to determine whether costs billed appear reasonable and are submitted in compliance with the contract. When the SCI is approved, the EDD Project Manager will print, sign and date the SCI signifying that the costs billed appears reasonable and forwards the invoice to the CWDB for further review/authorization. The CWDB Administrator makes a final review of the SCI and once approved forwards to the EDD Accounting Services Section for payment.

### **IX. Invoice Dispute**

If the EDD Project Manager has questions or concerns regarding the allowable or appropriateness of any amounts claimed, an attempt will be made to make contact with the contractor and/or return the invoice in question to the contractor. The contractor will have to rectify any/all issues brought upon by the EDD Project Manager and resubmit the corrected SCI.

**COMMON CONTRACT INVOICE ERRORS**

Below is a listing of the most common Service Cash Invoice errors that cause delay in processing payment of contract invoices.

- Programs not having a sufficient invoice / YTD tracking system therefore Computation errors or YTD totals submitted on invoice are incorrect.
- Program not inputting correct invoice number for applicable month. (Example: Reference to letter B.)
- Incorrect contract number. Always use the current contract number located in the top right corner of the Standard Agreement (STD213) corresponding to the period billed.
- The Contractor name does not agree with the Contractor name on the contract Standard Agreement (STD213).
- Invoice totals, address, and authorized signatures not on page 2 or the final page for multiple page invoices.
- Invoice not signed by the Contractor
- SCI's cannot be processed if changes are made with correction fluid/tape or if any other alterations are made which make it impossible to read the original dollar amount or signatures. Corrections made in writing versus electronically therefore figures are not readable / legible. Recommend that all revisions to invoice be completed electronically for clarity.
- Contract / budget modifications not authorized, therefore resulting in program invoice being submitted with multiple errors.
- Contract / budget modifications being authorized but the program invoice contact and EDD project manager not being made aware. Therefore program invoice contact submitting invoices with multiple errors.
- Date of Request not corrected to reflect the date a corrected invoice is sent to the EDD Project Manager.
- Knowledge of invoice guidelines and requirements not being transferred / provided to a new invoice contact / accountant. Results in incorrect correct invoice being submitted.
- Program listing the incorrect To: From: dates to reflect monthly versus quarterly invoice.

## Appendix E – Sample Invoices Template and Instructions



Workforce Services Branch  
722 Capitol Mall, room 5099  
Sacramento, CA 95814



### "CONTRACT GRANT NAME" SERVICE CASH INVOICE

<b>I. Date of Request:</b> <input style="width: 150px;" type="text"/>				<div style="border: 1px solid black; width: 100%; height: 100%; background-color: #f0f0f0; display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <p>(Approval Stamp For APG)</p> </div> </div>	
<b>II. Invoice #:</b> <input style="width: 150px;" type="text"/>					
<b>III. Invoice Period:</b> From: <input style="width: 50px;" type="text"/> To: <input style="width: 50px;" type="text"/>					
<b>IV. Contract #:</b> <input style="width: 150px;" type="text"/>					
<b>V. Awardee Name:</b> <input style="width: 150px;" type="text"/>					
<b>Full Address:</b> <input style="width: 150px;" type="text"/>				<b>Phone number:</b> <input style="width: 100px;" type="text"/>	
<b>Invoice Contact:</b> <input style="width: 150px;" type="text"/>				<b>Email Address:</b> <input style="width: 150px;" type="text"/>	
<b>VI.</b>					
<b>1. STAFF:</b>	Current Expenditures	YTD Expenditures	Leveraged Expenditures	Is Leverage Funding: Cash / In-Kind	Leveraged YTD Expenditures
a.) Salaries				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
b.) Fringe Benefits % of Salaries				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>2. Staff Travel</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>3. Communications</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>4. Facility Rent</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>5. Facility Utilities</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>6. Facilities Maintenance</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>7. Office Supplies</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>8. Testing &amp; Instructional Materials</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>9. Equipment Purchases</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>10. Equipment Leases/Use-Charge</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>11. Tools and Supplies</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>12. Support Services</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>13. Indirect Costs</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>14. Total Costs listed in Item 14 of Budget Details</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>15. Total Costs listed in Item 15 of Budget Details</b>				Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	
<b>16. GRAND TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	Cash <input type="checkbox"/> In-Kind <input type="checkbox"/>	<b>\$0.00</b>

## Appendix E – Sample Invoices Template and Instructions

### AB 2060 Supervised Population Workforce Training Grant

#### SERVICE CASH INVOICE

**Leverage Funding**

**Notes** (if applicable): \_\_\_\_\_

**Grantee Certification:** I certify that to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purposes of the program.

Name:
Signature:

Title:
Date:

Send electronic submittal to (Applicable EDD PM Email address) or FAX Cash Invoice to Attn: (Applicable EDD PM Name and Fax Number).  
Service Cash Invoices will be processed weekly.

(EMPLOYMENT DEVELOPMENT DEPARTMENT APPROVAL FOR PAYMENT)	
Project Mgr Name:	Project Mgr. Signature:
Date:	

Name:
Signature:

Title:
Date:

(CALIFORNIA WORKFORCE DEVELOPMENT BOARD APPROVAL FOR PAYMENT)	
Program Mgr Name:	Program Mgr Signature:
Date:	

Name:
Signature:

Title:
Date:

(CWDB will provide final approval stamp and signature on the Approval Stamp for APG section on page 1)